

ASSISTANT NURSING DIRECTOR, EDGEMOOR GERIATRIC HOSPITAL

DEFINITION:

Under general direction of the Nursing Director, Edgemoor Geriatric Hospital, to assist with the administration of long term care, skilled nursing programs and services at the County's Edgemoor Geriatric Hospital; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Assistant Director, Edgemoor Geriatric Hospital is a one-position, management level class found in the Health and Human Services Agency (HHSA). This class is distinguished from the Director of Nursing, Edgemoor Geriatric Hospital, in that the latter has sole responsibility for formulating and monitoring all skilled nursing care programs and services to geriatric, sub-acute, terminal and/or rehabilitative patients at Edgemoor Geriatric Hospital.

EXAMPLES OF DUTIES:

Assists with the planning, organizing and directing of long-term care skilled nursing programs and activities; analyzes and evaluates the effectiveness of nursing programs and services; develops and implements nursing care performance standards; assigns, reviews, and evaluates the work of subordinate staff; oversees the development and delivery of in-service staff training and programs; develops and implements policies and procedures pertaining to nursing programs and services and ensures compliance with federal, state, and local laws and regulations governing long-term care skilled nursing facilities; coordinates nursing service activities with other departmental and community programs, plans, develops and monitors nursing program budget; and prepares correspondence.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Distinct partly skilled nursing facilities.
- Skilled nursing facilities.
- Medical and health care needs of geriatric, sub-acute, terminal and rehabilitative patients.
- Principles and practices of nursing care including infection control.
- Emergency medical procedures.
- Principles and techniques of personnel management and administration.
- Federal, state and local laws and regulations related to patient care and hospital administration.
- Laws and regulations governing long-term skilled nursing facilities including: survey processes using HC quality indicators; Omnibus Budget Reconciliation Act (OBRA) guidelines; California Code of Regulations, Title 22 of the California Administrative Code; and Joint Commission on Accreditation of Hospitals (JACH) standards.
- Restorative nursing theory and practices.
- RUGS III and Medicare (prospective payment).

General Knowledge of:

- County structure, policies and procedures.
- Nursing services delivery systems.
- Public and private service providers.
- Principles and practices of budget preparation.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Manage and administer a large skilled nursing program through professional subordinate staff.
- Communicate effectively, orally and in writing.
- Assess, evaluate and implement disciplinary actions.
- Formulate and implement policies and procedures.
- Establish and maintain cooperative working relationships with employees, community groups and professional organizations.
- Analyze data, identify appropriate solutions to problems and make logical decisions.
- Respond to emergency situations.
- Conduct and develop in-service education presentation unique to the skilled nursing facility setting.
- Develop and implement nursing programs and systems for care review.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Four (4) years of recent registered nurse experience providing long term nursing care to geriatric patients, two (2) years of which must be in an administrative or full supervisory position in a large geriatric facility. A bachelor's or master's degree from an accredited college or university in nursing is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

Valid California Registered Nurse License is required at time of appointment and must be maintained throughout employment in this class.

Background Investigation:

Applicants must have a reputation for honesty and trustworthiness. Convictions, depending on type, number, and recency may be disqualifying. Prior to appointment, candidates offered employment in Health and Human Services (HHSA) programs that deal with patients and/or drugs will be subject to a background check and a limited security clearance investigation performed by Health and Human Services Agency.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).